

Gaston College (GC) Career and College Promise (CCP) Program

Guide to Enrolling in CCP Programs

Spring Semester 2018

(Checklist for Public, Private, and Charter School Counselors and CDC's)

1. Counselors meet with students and complete CCP Enrollment Forms. *Completion of a new form is required for all students.*
2. **New** students complete online GC Application for Admissions:
 - a. Access the online Gaston College Application for Admissions at www.cfnc.org.
 - b. Click on “Create an Account.”
 - c. Select “High School Student.”
 - d. Complete all fields on the form. Be sure to write your username and password down for future reference.
 - e. Click on “Start an Application.”
Select “Gaston College Undergraduate Application” from list and click “Apply.”
 - f. Read the “Application Instructions” on the “A Message from the Campus” tab located near the bottom of the screen.
 - g. Click on each tab on the left and fill in all required fields.
(Note: When all information is filled in correctly, you will receive a checkmark beside the tab title.)
 1. On the Enrollment Information tab, SELECT “Career and College Promise (Current NC high school students ONLY)”.
 2. Select the term in the Enrollment Term section.
 3. Select appropriate pathway in the Career and College Promise section.
 4. Select appropriate Program of Study for each pathway.
 5. On the Educational Information tab, select the high school the student is currently attending.
 - h. Once all tabs are complete and have a checkmark, submit your application.
3. If test scores are required, students must complete the online GC Application for Admissions prior to scheduling and taking the NC DAP (North Carolina Diagnostic Assessment and Placement) test. Other test scores listed on the second page of the CCP Enrollment Form are also acceptable.
4. Attach required documentation
 - a. Copy of an assessment with scores that demonstrate college readiness for all College Transfer Pathways and some CTE Pathways – see pathway sequences through <http://www.gaston.edu/career-college-promise/>
 - b. Official high school transcript

5. Completed CCP packets may be submitted beginning **Wednesday, October 11**. You may use one of the methods below to submit the packets. (*Incomplete enrollment forms will be returned to the school.*)

Beginning **Thursday, October 12**, private school students in Gaston County should call 704-922-6297 to schedule a time to deliver completed CCP packets. In Lincoln County, students should call 704-748-5207.

6. Once students are registered, their schedule and login information will be mailed to them.
7. Once registration is complete, a comprehensive list will be sent to each high school.

CCP Enrollment Packets for Gaston County Public School and Gaston County Charter School students can be submitted to Amy Weisgerber:

- By Mail - Gaston College, 201 Highway 321 South, Dallas, NC 28034-1499
- By Fax - 704-922-7456
- By Email - weisgerber.amy@gaston.edu

CCP Enrollment Packets for Lincoln County Public and Lincoln Charter School students can be submitted to Gail Ford:

- By Mail - Lincoln Campus of Gaston College, PO Box 600, 511 South Aspen Street, Lincolnton, NC 28093
- By Fax - 704-748-1074
- By Email - ford.gail@gaston.edu

CCP Spring Semester 2018 registration will begin the end of October. Registration will be ongoing until course sections fill or courses begin.